

**DIRECTOR'S MONTHLY
SPECIAL EDUCATION OPTIONS BY PRIMARY AND SECONDARY
AVERAGE DAILY MEMBERSHIP
BY SCHOOL AND DISTRICT**

- This report should include **all** special education students (ages 0-21) served by your school district.
- **NOTE: This report should be completed using the D & A Census program which will provide a complete history of special education services by option for students.**
- **This is the only ADM report that should include pre-kindergarten students. It should include all students that are in D & A file.**
- Calculate **Primary Option ADM** by totaling the number of Days Enrolled, in which the student was enrolled in a Special Education Primary Option, for the report period and divide by the report days for the specified report period. This student will be a maximum of **1 Primary Option ADM**. **If a student changes options during a report period, the portion of ADM must be reflected in each option during the report period.**
- Calculate **Secondary Option ADM** by totaling the number of Days Enrolled, in which the student was enrolled in a Special Education Secondary Option, for the report period and divide by the report days for the specified report period. This student will be a maximum of **1 Secondary Option ADM**. **If a student changes options during a report period, the portion of ADM must be reflected in each option during the report period.**
- **Services provided students from a private school or institution:**
The district providing the special education services will be credited.
The district must maintain a daily attendance record on these students.
- **Services provided to a student from another public school or district:**
The student's attendance should be kept at the primary school (**home school**) and reported by the primary school.
- **Refer to the Student Membership and Attendance Accountability Manual for further definitions and general reporting requirements.**

NOTE: SUBMIT THE SPECIAL EDUCATION OPTIONS BY PRIMARY AND SECONDARY REPORT ONLY FROM THE D & A CENSUS PROGRAM.

**DISTRICT'S MONTHLY REPORT
SPECIAL EDUCATION OPTIONS BY PRIMARY AND SECONDARY
AVERAGE DAILY MEMBERSHIP
BY SCHOOL AND DISTRICT**

District _____ District No. _____ Prepared by: _____ Phone: (____) _____ - _____ Month of School ____
School _____ School No. _____
Beginning Period _____ Ending Period _____

Special Education Options	<u>Primary Options</u>	<u>Secondary Options</u>	Total Primary & Secondary Options
	ADM	ADM	ADM
OPTION 1			
OPTION 2			
OPTION 3			
OPTION 4			
OPTION 5			
OPTION 6			
OPTION 7			
OPTION 8			
OPTION 9			
OPTION 10			
Grand Total			

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